

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1112840

Date Posted: 01/31/11

POSITION NO: 941593

Closing Date: 02/11/11

CLASS CODE: 1961

POSITION TITLE: Senior Planner

DEPARTMENT NAME: Navajo Division of Transportation

DEPARTMENT NO: 111 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: N650A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

To be responsible for all transportation planning activities for the Western Navajo Agency. Primary responsibilities include compiling agency transportation needs; developing annual 20-years transportation schedule; developing and maintaining road project database (construction, project right-of-way status, related land use development information); and assisting Agency Roads Committee (ARC) on agency project selection and prioritization. Other responsibilities include coordinating ARC monthly meetings; providing written and oral reports on project status; assisting with resolutions, meeting minutes; and providing necessary coordination with the Transportation and Community Development Committee (TCDC), chapters, tribal, county, and state agencies, regarding agency transportation planning. Gathering and compilation of accident data.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related field; and

Experience:

four (4) years of experience in urban and regional planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc)

Special Knowledge, Skills and Abilities:

WordPerfect, Spreadsheet and Arc View, or ArcInfor, **preferred**.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, **preferred**.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99